

INTERNAL ADVERTISEMENT
MINISTRY OF INDUSTRY, INVESTMENT & COMMERCE
CAREER OPPORTUNITIES

The Ministry of Industry, Investment & Commerce is inviting suitably qualified persons to fill the position of **Commitment Control Officer (FMG/AT 3) (Finance and Accounts Division)** – Vacant

Salary Range: \$1,191,406 to \$1,416,207 per annum and the allowances attached to the post.

JOB PURPOSE

To recommend for implementation, systems and procedures for the efficient processing of ministry payments ensuring appropriate controls and compliance with standard procedures and ministry guidelines.

KEY OUTPUTS

- Systems and procedures for processing payments reviewed and recommendations made.
- Operational targets formulated.
- Payment requests verified.
- Payments committed.
- Receipt books maintained.
- Payment registers maintained.
- Internal controls maintained.
- Operational reports prepared
- Filing system maintained.

KEY RESPONSIBILITIES

MANAGEMENT/ADMINISTRATIVE RESPONSIBILITIES

- Reviews, recommend and updates systems and procedures for processing payment requests.
- Prepares operational reports.
- Ensures maintenance of files and records.

TECHNICAL/PROFESSIONAL RESPONSIBILITIES

- Examines requests for payment via invoices and payment vouchers. Ensures appropriate certification.

- Verifies and validates payment s and vouchers.
- Maintains custody of official receipt books.
- Monitors and ensures maintenance of the Disbursement Summary Register, Travel Register and Utilities Payment Register.
- Provides utility allocation reports to Utility companies
- Liaises and works with the Director of Expenditure & Control and the Internal Auditor in the achievement of the Unit's operational objectives.
- Implements and ensures adherence to internal measures of control in the processing of payment requests.
- Monitors to ensure that expenditure does not exceed budgeted allocations.
- Insert Commitments according to funds availability and allocation
- Ensures the secure maintenance of files manually and on the GFMIS.
- Travel to Food Storage Division, JIPO, and Dept. of Co-operatives' regional offices located island wide and at times stay over night to carry out duties.
- Any other duties assigned.

HUMAN RESOURCE RESPONSIBILITIES

- Nil

PERFORMANCE STANDARDS

- The Unit's operations are conducted in adherence with standard accounting practice, ministry policy and guidelines.
- A sound framework exists to facilitate efficient processing of requests for payment.
- Commitments are expedited within established timeframes.
- Internal controls are implemented and fully adhered.
- All payment requests are checked, in line with established procedures.
- Expenditure patterns are monitored, analysed and reported.
- Expenditure is kept within budgetary allocations.
- Manual transactions and records on the GFMIS are appropriately checked and validated.
- Operational reports are prepared and submitted within established timeframes.
- Records and files are securely maintained.
- Divisional offices visited twice per month.

REQUIRED COMPETENCIES

- Thorough knowledge of established accounting principles and practices.
- Knowledge of the provisions of the FAA Act and other relevant legislation
- Experienced in payments administration

- Leadership and team building skills
- Well-developed communication and interpersonal skills
- Proficient in the use of standard computer applications and spreadsheets.
- Responsible and meticulous.

MINIMUM REQUIRED QUALIFICATIONS AND

- Associate Degree in Financial Accounting or ACCA Level 1 accreditation
- Certificate in Government Accounting
- Five (5) years working experience

AUTHORITY

- Valuates requests for payments

**Applications accompanied by resume should be submitted no later than
February 11 2022 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment & Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.gov.jm

Please note that we thank all for responding, but only short-listed applicants will be contacted.